

**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND**

**UNITED STATES
OF AMERICA,**

*

Plaintiff,

*

v.

CIVIL NO. JKB-17-0099

*

**BALTIMORE POLICE
DEPARTMENT, et al.,**

*

Defendants.

*

**NOTICE OF APPROVAL OF TRAINING PLAN FOR USE OF BODY-WORN
CAMERAS UNDER PARAGRAPH 271 OF THE CONSENT DECREE**

As required by the Updated First-Year Monitoring Plan, *see* ECF No. 138-1, Row 118 (approved in ECF No. 139), as modified by ECF No. 147, the Baltimore Police Department Monitoring Team (“Monitoring Team”) hereby notifies the Court that it approves the Training Plan that the Baltimore Police Department has developed on its revised policies on the use of body-worn cameras (“BWC Training Plan”) under Paragraph 271 of the Consent Decree. *See* ECF No. 2-2 (as modified by ECF No. 39), ¶ 271. The Department of Justice (“DOJ”) has indicated that it concurs in the approval of the BWC Training Plan. The plan, which is attached as **Exhibit 1**, covers refresher training on BWC policy, procedure and operation for all BPD members. The refresher training will first be conducted in 2019 through BPD’s electronic platform, PowerDMS. The plan also covers extensive, in-person, entrance-level training on BWC policy, procedure and operation for new recruits, also beginning in 2019.

The BWC Training Plan, which is attached as **Exhibit 1**, is the product of intensive collaboration among BPD, DOJ and the Monitoring Team, and reflects input and feedback from both community stakeholders and BPD officers. Note that Appendix A in Exhibit 1 is redacted

because it contains the online examination that will be given to BPD members at the conclusion of the refresher training.

Respectfully submitted,

/s/
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CERTIFICATE OF SERVICE

I hereby certify that on January 3, 2019, copies of the foregoing Notice were served via the Court's ECF system upon all counsel of record.

/s/
Seth Rosenthal

EXHIBIT 1

BALTIMORE POLICE DEPARTMENT'S 2019 BODY-WORN CAMERA TRAINING PLAN

January 02, 2019

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EXECUTIVE SUMMARY

Body-worn cameras (BWC) are quickly becoming standard-issue equipment for law enforcement officers throughout the United States. Not only do the cameras serve as useful tools for recording evidence, more importantly, they promote professionalism, accountability, and transparency by documenting officer performance and interactions with the public.

The Baltimore Police Department (BPD or “Department”) began the rollout of its BWC program on May 26, 2016, pursuant to an exhaustive procurement process, including pilot testing of three different BWC models. The initial five-year contract for the program, including equipment, storage, and maintenance, cost \$11,600,000. In 2018, the BPD extended this contract through 2023, for an additional \$6,800,000.

The Department trained and outfitted every sworn member, ranked Lieutenant and below, with a BWC within two years of the program’s initiation. Since the inception of the program, officers have captured over 2.2 million discrete videos with over 400,000 hours of recording. Included in these videos are more than 1.4 million videos from various calls for service, 245,000 videos from car stops, and 170,000 videos of arrests. Now that all sworn members have BWC’s, the BPD averages about 90,000 new recordings, about 20,000 hours of footage, every month.

The BPD takes very seriously any officer conduct that casts the Department and its members in an unfavorable light. While all but a very small percentage of videos show officers performing their duties professionally and constitutionally, the department’s review of BWC video has found some instances of possible misconduct. Between January and October of 2018, 482 BWC videos were forwarded to the Internal Affairs Section for further review and investigation of the incidents they captured. In instances where officers are found to have violated policy, disciplinary action is taken.

Goals:

- **All Sworn Personnel, including Command Staff**
 - 2019 Remote Learning Training
 - Departmental PowerDMS system to be used to address fundamental and frequent BWC issues identified since the implementation of the program
 - Activation and deactivation requirements
 - Evidence upload and access requirements, including proper titling and categorization of recorded videos
 - Supervisors’ Roles and Responsibilities

NEEDS ASSESSMENT

Per the Baltimore Police Department Monitoring Team First Semiannual Report:

The Monitoring Team’s evaluation of BPD’s actions in Harlem Park in response to the shooting of Detective Suiter can provide BPD important guidance for instructing both officers and

supervisors on proper BWC conduct. Even though updates to BPD's BWC policies have not been required yet, the Monitoring Team urges BPD to address the apparent shortcomings in its response to the shooting of Detective Suiter now. The Monitoring Team is committed to providing BPD technical assistance in any such effort.

Issues identified by the Monitoring Team (First Semiannual Report, July 18, 2018, p.56 - 67) included:

- BWC Recording, Activation and Deactivation
- Supervisors' Roles and Responsibilities

The BWC training program will continue as an entry-level training requirement for all new recruits and lateral transfers. With consideration to key issues identified in the Monitoring Team's First Semiannual Report, a greater emphasis will be placed on BWC policy requirements concerning activation and deactivation of recording, with special attention given to crime scenes, citizen interaction, and evidence collection.

Additionally in 2019, the BPD will implement a mandatory 1-hour BWC e-learning training course for all members. This course is designed to highlight the BWC policy, as well as any new or updated information regarding the devices and program. This training will also incorporate the role of the supervisor to reinforce and ensure compliance with BWC policy.

The refresher training will be implemented via PowerDMS, enabling the dissemination of important training information while affording members the ability to take the training at their convenience and minimally impact their normal duties and routines. The remote learning will also maximize academy instructor availability to teach other entry-level and in-service training programs.

TRAINING GOALS

The BPD has several general training goals:

- Develop an efficient and effective process for delivering basic training, remedial training, in-service training, and roll-call training.
- Establish the frequency and subject areas for supplemental basic and in-service training.
- Identify available training delivery and related resources, as well as unmet needs.
- Coordinate with the City and others to assist in obtaining necessary training resources.
- Establish a method for assessing the content and delivery of training, including training provided by instructors who are not assigned to the Education & Training Section.
- Assess instructor qualifications and testing materials to ensure that all instructors responsible for training are proficient in their subject matter and are qualified, including Maryland Police Training Commission instructor certification and professional development in adult learning and instructor facilitation modalities.
- Consider performance evaluations, past performance as a police officer, and disciplinary history in selecting instructors.

- Develop a long-term strategy to respond to all mandated training topics in the consent decree.

Additionally, there are previously established training goals with regard to the BWC program.

Body-Worn Camera General Training Goals

The BWC program is intended to provide greater internal and external transparency and accountability. Additionally, the program is designed to promote professionalism, serve as a training tool, and aid in the collection of evidence.

TRAINING CONSTRAINTS

- The BWC program's current contract with Axon, extended from 2021 to 2023, also includes software and hardware updates as newer technology is developed and implemented. This will likely have an impact on training as software interfaces and capabilities change and newer hardware devices are developed to replace existing equipment. Axon has alluded to hardware changes regarding their development of the Axon Body 3 camera, which will ultimately replace the Axon Body 2 currently worn by the BPD. As these technologies evolve, so must training.
- A state certified instructor is not required to teach this course, as it does not currently, carry any mandated training objectives recognized by the State of Maryland's Training Commission. However, the instructor must be highly knowledgeable on the topic of Body-Worn Cameras (Policy 824) and other related departmental policies such as Departmental Radio Communications (Policy 701), and Strip Searches and Body Cavity Searches (Policy 1013). The instructor must also be familiar with proper BWC operations, including the BWC Axon Body 2 device, Axon Body 2 docking station, Axon View mobile application, and Evidence.com website interface.

General constraints include:

- Understaffed and overextended Academy personnel, with several positions open/unfilled, and other duties pulling staff away from training responsibilities.
- IST and entry-level class schedules are subject to frequent and last-minute changes, making it challenging to cover instruction and provide sequential training.
- Training through the Los Angeles Police Department's (LAPD) Facilitator School, which includes curriculum development, is ongoing. This does not align with many of the training development deadlines in the First Year Plan. The LAPD training is critical for E&T staff, as most have never received instruction on curriculum development and adult-based learning techniques.

- There is no consistent feedback mechanism to determine the effectiveness of training or trainers. Course and instructor evaluations need to be created in such a manner that they can be easily measured and analyzed.
- Lack of a Learning Management System (LMS) to thoroughly and accurately document and track training.
 - An LMS is used for entry-level legal training, but no other area of entry-level or in-service training has adopted one.
- The Training Academy's facilities are not equipped or structured for an adult-learning environment with sufficient audio-visual materials, space for small and large group discussions, quality acoustics, heating and air-conditioning, simulation rooms, comfortable desks and chairs, and lighting.
- Policy deadlines in the First Year Plan leave little time to review and update training curricula and can occasionally conflict with training plan deadlines.
- Reviewing multiple policy drafts and comments is time consuming and detracts from time the training staff could otherwise spend on developing training plans.

LEARNER CHARACTERISTICS

The audience for this program includes sworn members who already have the Body-Worn Camera, trainees, as well as sworn and civilian staff who will assist in the issuance, maintenance, and review of the Body-Worn Cameras and their recordings.

Officers: Veteran officers may have greater difficulty implementing the BWC as a routine component of daily police operations. Veteran officers have not had the advantage of wearing the BWC throughout their academy training process and therefore require additional effort in remembering to activate and deactivate it in the field. Officers that began their academy sessions after mid-2016 were issued their BWC's during the academy. Having the BWC during academy training afforded these officers an opportunity to acclimate themselves to the BWC's policy and operation long before using it in the field.

Sergeants/Lieutenants: It is imperative that first line supervisors have a strong knowledge of BWC policy and operation. Their comprehension is key to early identification of officers who may be improperly activating/deactivating their BWC, titling or categorizing recordings inadequately, or failing to review BWC footage when required.

Commanders/Civilian Review Staff: Though not issued BWCs, it is equally important that all command staff, civilian review staff and any other members involved in the review of BWC recordings, have a firm knowledge of BWC policy and operation. Commanders and other review staff may ultimately be tasked with final determinations of a member's proper or improper usage of a BWC.

TASK ANALYSIS

Members will understand the requirements outlined in BPD's BWC policy and demonstrate understanding of these policy points through the following methods of evaluation:

Continuing Education Sworn Members:

- Written assessment as part of the one-hour BWC Remote Learning Refresher Training.

New Recruit Police Officer Trainee:

- Integration of the BWC device in all scenario-based training throughout their academy training.

The BPD will provide training to ensure all members understand the requirements of BWC policy and the utilization of the BWC as it applies to police action.

Operation (trainees only)

- Demonstrate the ability to power on the BWC and pair it with the departmental cellular phone via the companion phone application
- Demonstrate the ability to perform a check of the BWC battery percentage
- Demonstrate the ability to successfully position the BWC and take a recording with the BWC
- Demonstrate the ability to title and categorize a BWC recording
- Demonstrate the ability to upload a BWC recording to evidence.com via a departmental docking station

Policy

- Identify when the BWC must be activated and exceptions
- Identify when the BWC may be deactivated
- Identify the limitations of BWC usage as it pertains to private property
- Identify the role of the BWC as it pertains to strip searches and body cavity searches

- Identify the importance of proper titling and categorization of BWC recordings
- Identify the proper procedure to follow given a hypothetical late-activation scenario
- Identify the proper procedure to follow given a hypothetical BWC malfunction scenario
- Identify prohibited recording scenarios

PERFORMANCE OBJECTIVES

The Maryland Police and Corrections Training Commission does not currently assign objectives to BWC training. The Objectives set forth by the BPD are stated within each respective Lesson Plan (See Appendix).

LESSON PLANS

- BWC E-Learning Lesson Plan attached in Appendix A
- BWC Entrance-Level Training Lesson Plans attached in Appendix B

INSTRUCTIONAL RESOURCES

Remote Learning

The BPD's web-based document management system, PowerDMS, enables all members to access policy updates, video links, and assessments via their departmental mobile phones and/or desktop computers. Additionally, the roll call rooms in all nine patrol districts – as well as several investigative and specialized units throughout the Department – are equipped with large television monitors with Internet connections. Thus, shift commanders can choose to play a specified training video during roll call and then direct officers to complete the related test via their mobile devices.

The BWC Remote Learning Training will be uploaded to PowerDMS and mandatory for all members to complete, as well as available for review by members any time after completing the training.

BODY-WORN CAMERA REFRESHER
E-LEARNING TRAINING PROGRAM – 2019

Overview

In conjunction with the Monitor and with DOJ, BPD will ensure that its policy on body-worn cameras addresses the use of cameras, retention of videos, access and privacy issues, the use of recordings as evidence in force and complaint reviews, and the use of recordings for other criminal justice purposes (such as evidence in prosecutions or evidence required to be turned over to defense attorneys). At a minimum, BPD's body-worn camera policy will:

- a. Clearly state which officers are required to use body-worn cameras and under which circumstances;*
- b. Specify the location(s) on the body where the camera should be worn;*
- c. Require officers to articulate in writing their reasons for failing to record an activity that BPD policy otherwise requires to be recorded;*
- d. Require officers to inform subjects that they are being recorded unless doing so would be unsafe, impractical, or impossible;*
- e. Establish a protocol governing the download, supervisory review, and retention of body-worn camera recordings;*
- f. Require officers to document the existence of any camera footage on all required reports, and require officers to report to their supervisor, and document in writing, any non-recorded event that should have been recorded under BPD policy, as well as any interruptions or terminations of recordings; and*
- g. Require periodic random review and auditing of officers' videos to assess whether the officer activity was conducted consistent with law and BPD policy.*

(CD Paragraph: 271)

In 2018, the Baltimore Police Department completed Body-Worn Camera (BWC) Training for all current active members. Continuing in 2019, all recruit-level and newly appointed members below the rank of Captain will receive the full BWC Training course and be issued a camera. All existing members who have already completed the initial training will receive an annual refresher training in the form of a one-hour E-Learning course, to include an evaluation on policy and procedure comprehension.

Summary

The Baltimore Police Department recognizes the need to expand its efforts in facilitating greater transparency with Baltimore communities and residents. The most recent method and arguably the most impactful, has been the implementation of Body-Worn Cameras for officers of the BPD. These cameras, along with a firm policy (Policy 824) outlining wear and activation requirements, retention of recordings, supervisors' roles in ensuring policy and practice are properly implemented, and more, have proven to add a level of transparency that has never before been available. This training will serve to reinforce promising practices, as well as policy requirements pertaining to operation of the camera, such as when to record.

Training Plan

The Baltimore Police Department has developed a one-hour In-Service Training program specific to Body-Worn Camera. This program will be administered in the form of a mandatory E-Learning course and incorporates a proficiency evaluation for each officer. This course will emphasize and reiterate learned policy points, BWC requirements, device operation and related administrative processes.

All newly hired recruit members will receive a four-hour body-worn camera training course. The four-hour course consists of a one hour overview of the Evidence.com website, one-hour of policy review, one hour of camera functions and operation familiarization, and one-hour to issue and setup BWC camera devices. This course will take place prior to any scenario-based training administered in entrance-level training. BWC devices will be utilized throughout the duration of each recruit-officer's training program. Facilitators will evaluate recruit's use of the BWC as a component of the scenarios they participate in.

<u>E-Learning: BWC Refresher Course</u>	1 Hour
<ul style="list-style-type: none"> - Policy - Procedure - Operation - Revisit existing policy points relating to: <ul style="list-style-type: none"> o Required wear o Requirements for activations and deactivations, as well as exceptions to these requirements o Notice to public of recording o Required documentation and reporting - Demonstrate comprehension via successful completion of proficiency evaluation 	
<u>Entrance-Level: BWC Website Familiarization Course</u>	1 Hour
<ol style="list-style-type: none"> 1. How to access BPD's Evidence.com web portal via bcpd.evidence.com 2. How to search for and filter evidence 3. How to replay evidence, use the multi-cam feature, and add markers/clips to a video 	

<ol style="list-style-type: none"> 4. How to share evidence 5. How to view evidence audit trails 6. How to Title and Categorize evidence from the site 7. The format of the built-in evidence time-stamp 8. How and when GPS data is recorded by the companion app and reviewed on the site 9. Evidence.com's help section 10. How to view/send notifications, requests, and messages via Evidence.com 11. How to register for Evidence.com 	
<p>Entrance-Level: <u>BWC Policy Course</u></p> <ol style="list-style-type: none"> 1. Via facilitated group discussion, students will successfully identify four main purposes of Body-Worn Cameras, to the satisfaction of the facilitator. Main purposes to be identified: <ul style="list-style-type: none"> - Professionalism - Accountability - Evidence Collection - Transparency 2. Via facilitated group discussion, students will successfully identify the discoverability of BWC recordings, the satisfaction of the facilitator. 3. Via facilitated group discussion, students will successfully identify who recordings may be shared with and who the authority lies with for sharing them, to the facilitator's satisfaction. 4. Via facilitated group discussion, students will successfully identify the procedure for conducting a daily functions check of the BWC, to the facilitator's satisfaction. 5. Via facilitated group discussion, students will successfully identify the procedure to follow in the event of a BWC malfunction or depleted battery, to the facilitator's satisfaction. 6. Given a list of BWC categories, students will successfully identify, through overhead question and answer, appropriate category assignment for BWC recordings, to the facilitator's satisfaction. 7. Via facilitated group discussion, students will successfully identify when members are required to activate the BWC, to the facilitator's satisfaction. <p>The following required activations will be discussed by the facilitator:</p> <ul style="list-style-type: none"> - Calls for service - Investigative actions - Transporting detainees - Searching for evidence - Following medics or tow trucks - Confrontational encounters - The best interest of the member, department, and public - Private property, including within hospitals and medics 	1 Hour

<p>8. Via facilitated group discussion, students will successfully identify exceptions to recording with the BWC, to the facilitator's satisfaction.</p> <p>9. Via facilitated group discussion, students will successfully identify the radio communication codes to be used with BWC activation and deactivation, to the facilitator's satisfaction.</p> <p>10. Given verbal example scenarios of public encounters, students will successfully identify appropriate occasions to advise members of the public they are being recorded, to the satisfaction of the facilitator.</p> <p>11. Via facilitated group discussion, students will successfully identify the procedure to follow in the event of an accidental recording, to the facilitator's satisfaction.</p> <p>Via facilitated group discussion, students will identify reporting requirements specific to the BWC, to the satisfaction of the facilitator.</p> <p>12. Given a BWC docking station visual example, students will identify BWC docking, uploading, and evidence sharing requirements, through facilitated group discussion, to the facilitator's satisfaction.</p> <p>13. Via facilitated group discussion, students will successfully identify supervisory review requirements, to the facilitator's satisfaction.</p> <p>14. Via facilitated group discussion, students will successfully identify level-three use of force requirements and restrictions, to the facilitator's satisfaction.</p> <p>15. Via facilitated group discussion, students will successfully identify level one and two use of force requirements and restrictions, to the facilitator's satisfaction.</p> <p>16. Via facilitated group discussion, students will successfully identify prohibited use of the BWC, to the facilitator's satisfaction.</p> <p>The facilitator will discuss the following prohibited use scenarios:</p> <ul style="list-style-type: none"> - General - Protest events - Investigative use <p>17. Via facilitated group discussion, students will successfully identify the security constraints of the BWC and its companion software/app, to the facilitator's satisfaction.</p> <p>18. Via facilitated group discussion, students will successfully identify proper usage of the Evidence.com website to access BWC data, to the facilitator's satisfaction.</p> <p>19. Via facilitated group discussion, students will successfully identify who has the authority to disseminate BWC recordings and data, to the facilitator's satisfaction.</p> <p>20. Via facilitated group discussion, students will successfully identify requirements for the wear of BWC while on-duty, to the facilitator's satisfaction.</p>	
<p>Entrance-Level: BWC Operation Course</p> <p>1. Via facilitated group discussion, students will successfully identify the following BWC terminology, to the satisfaction of the facilitator:</p>	<p>1 Hour</p>

<ul style="list-style-type: none"> - Powered ON - Powered OFF - Activated - Deactivated <p>2. Given a BWC device, students will successfully identify BWC functionality via guided group facilitation, to the facilitator's satisfaction.</p> <p>Specific functionality to be identify:</p> <ul style="list-style-type: none"> - Standby Switch Operation - Single Press and Hold to Deactivate - Double Press to Activate <p>3. Given a visual example of BWC wear, students will successfully identify approved wear locations via guided group discussion, to the facilitator's satisfaction.</p> <p>4. Through facilitated group discussion of Body-Worn Camera Policy 824, students will successfully identify the proper procedure to follow in the event of a malfunction or depleted battery, to the facilitator's satisfaction.</p> <p>5. Given a BWC device, students will successfully complete a practice recording using their BWC.</p> <p>6. Given a BWC and companion phone application, students will correctly title and categorize a practice recording from the companion app, to the facilitator's satisfaction.</p>	
<p>Entrance-Level: <u>Time allotment for issuance of BWC equipment to class</u> <i>(This section is an optional component of the BWC Operation Course and will not pertain to all members receiving BWC training, such as civilian reviewers, command staff, etc.)</i></p> <ul style="list-style-type: none"> - Have students register for their Evidence.com accounts - Assign students a BWC device - Assign students respective BWC accessories - Conduct a briefing of the companion Axon View mobile application - Assist students in pairing their BWC device with their mobile application - Have students utilize their respective BWC to successfully capture a training recording and utilize their application to title and categorize the recording appropriately - Have students successfully dock their BWC and upload their recording to their Evidence.com account 	1 Hour

Methodology

Training for BWC refreshers will be administered via the Baltimore Police Department's PowerDMS software in the form on a one-hour E-Learning course. Officers must successfully complete the course, which includes an individual comprehension evaluation annually.

APPENDIX A

MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS LESSON PLAN	
COURSE TITLE: Body-Worn Camera Training for In-Service Training	
LESSON TITLE: E-Learning Refresher Course	
PREPARED BY: Robert Corso	DATE: 01 OCT 2018
TIME FRAME	PARAMETERS
Hours: 1 Day/Time: Various	Audience: Sworn Officers Number: No Limit Space: Web-Based
PERFORMANCE OBJECTIVES	ASSESSMENT TECHNIQUE
1. Given a web-based slideshow review of key BWC policy and operation points, students will successfully identify policy points relating to BWC required wear, requirements for BWC activations and deactivations, as well as exceptions to these requirements, notice to public of recording, and required documentation and reporting. Students will successfully demonstrate understanding of these policy points by scoring 100% on a written evaluation accompanying this e-learning course.	1. Written E-Learning Evaluation

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The image consists of six horizontal black bars of varying lengths and positions. The first bar is the longest and is positioned near the top. The second bar is shorter and is located below the first. The third bar is the shortest and is positioned in the middle. The fourth bar is the longest and is positioned near the bottom. The fifth bar is shorter and is located above the fourth. The sixth bar is the shortest and is located below the fifth. The bars are black and have a thin white border.

[REDACTED]

[REDACTED]

[REDACTED]

APPENDIX B

MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS LESSON PLAN	
COURSE TITLE: Body-Worn Camera Training for Entry-Level	
LESSON TITLE: Website Course for BCPD.EVIDENCE.COM	
PREPARED BY: Habib Kim	DATE: 23 May 2016
UPDATED BY: Robert Corso	DATE: 22 Aug 2017
UPDATED BY: Robert Corso	DATE: 05 Jan 2018
TIME FRAME	PARAMETERS
Hours: 1 Day/Time: Various	Audience: Sworn Officers/Trainees Number: Up to 40 Space: Classroom
PERFORMANCE OBJECTIVES	ASSESSMENT TECHNIQUE
Given a live presentation and facilitated group discussion of the Evidence.com website, students will successfully identify, to the satisfaction of the facilitator, the following website-related features and functions: <ol style="list-style-type: none"> 1. How to access BPD's Evidence.com web portal via bcpd.evidence.com 2. How to search for and filter evidence 3. How to replay evidence, use the multi-cam feature, and add markers/clips to a video 4. How to share evidence 5. How to view evidence audit trails 6. How to Title and Categorize evidence from the site 7. The format of the built-in evidence time-stamp 8. How and when GPS data is recorded by the companion app and reviewed on the site 9. Evidence.com's help section 10. How to view/send notifications, requests, and messages via Evidence.com 11. How to register for Evidence.com 	<ol style="list-style-type: none"> 1. Overhead questions 2. Facilitated group discussion

Lesson Plan

INSTRUCTOR MATERIALS

PowerPoint

Posters

Reference Documents:

Policy 824, BWC Training Guidelines I & II

EQUIPMENT/SUPPLIED NEEDED

Computer with internet connection

Projector Screen

Speakers

Extension Cords/Power-strips

STUDENT HANDOUTS

Needed

Title

(Refer members to their digital policy resource; PowerDMS)

Lesson Plan

METHODS/TECHNIQUES

Lecture

REFERENCES

bcpd.evidence.com website and help menu
Policy 824 – Body-Worn Cameras Dated 01 Jan 2018
BWC Training Guidelines I & II

GENERAL COMMENTS

This course is designed to be taught by a layman instructor with basic understanding of the access and use of bcpd.evidence.com. The instructor must also be knowledgeable in Policy 824, and BWC Training Guidelines I & II that are currently in effect.

LESSON PLAN

TITLE:

PRESENTATION GUIDE	TRAINER NOTES
<p>I. ANTICIPATORY SET</p> <p>PERFORMANCE OBJECTIVES</p> <p>Given a live presentation and facilitated group discussion of the Evidence.com website, students will successfully identify, to the satisfaction of the facilitator, the following website-related features and functions:</p> <ol style="list-style-type: none"> 1. How to access BPD's Evidence.com web portal via bcpd.evidence.com 2. How to search for and filter evidence 3. How to replay evidence, use the multi-cam feature, and add markers/clips to a video 4. How to share evidence 5. How to view evidence audit trails 6. How to Title and Categorize evidence from the site 7. The format of the built-in evidence time-stamp 8. How and when GPS data is recorded by the companion app and reviewed on the site 9. Evidence.com's help section 10. How to view/send notifications, requests, and messages via Evidence.com 11. How to register for Evidence.com 	
<p>II. INSTRUCTIONAL INPUT (CONTENT)</p> <p>Axon is the developer of the site Evidence.com. Each agency that utilizes Axon's devices, is assigned a unique agency identifier to differentiate their specific website login portal. Our agency uses the identifier BCPD. The Boston Police Department acquired Axon devices and website access prior to our agency, their acronym is also BPD, therefore, when creating our agency identifier, BPD was no longer available and we utilized BCPD instead.</p>	<p>Introduction to the website (Obj. #1)</p>

<p>Once evidence is recorded and uploaded to the site, it is completely deleted from the recording device (i.e. BWC). All evidence is then stored on a secure server and may only be accessed and viewed via the website.</p>	
<p>Upon completion of this class, each member will be granted website access. It is each member's individual responsibility to set up their website access via an invitation link forward to their respective departmental email address'. If ever attempting to recover a forgotten password, after a member's account has successfully been created, please note that when prompted to enter the member's email address, the following format should be strictly adhered to: Sequence number at baltimorecity.gov</p>	<p>ACCOUNT SETUP (Obj. #1, 10) The instructor should navigate to bcpd.evidence.com via a computer connected to a projector. The remainder of this lesson will be conducted by live presentation of the website.</p>
<p>EXAMPLE: X123@baltimorecity.gov Do NOT use the member's name at baltimorepolice.org</p>	
<p>From the main portal, BCPD.EVIDENCE.COM, members will be required to enter their login credentials which they will have an opportunity to create upon conclusion of this training.</p>	<p>LOGIN (Obj. #1) The instructor should now demonstrate a live login to the site</p>
<p>Upon successful login, members will be automatically directed to the dashboard page of the site. Here, recent evidence information, along with some system data can be seen in a quick snapshot of recent activity.</p>	<p>DASHBOARD</p>
<p>The information displayed on this page will be:</p>	
<p><u>CRITICAL DEVICE ALERTS</u> Information about known device issues, sent to the site by the member's device the last time it was on a networked dock.</p>	<p>The instructor should guide the members through a lecture and discussion of the website's dashboard and each sectioned topic displayed here</p>
<p><u>UPCOMING EVIDENCE DELETIONS</u> A list of evidence that has been flagged for deletion, along with the date it will be deleted.</p>	
<p><u>SYSTEM USAGE</u> Statistical overview of the amount of data generated by the agency, now stored on the secure server. Also shown here are the number of users, both active, deactivated and invited, as well as the number of active devices and their types. Note however, that these numbers are only a general reference and should always be cross referenced via</p>	<p>Use the live website as a guide for members to follow along with the information.</p>

<p>training records and current staffing information.</p> <p><u>LATEST UPLOADS</u></p> <p>A short list of the most recent recordings that the member has successfully uploaded to the site. This list is NOT all inclusive of the member's evidence data.</p> <p><u>EVIDENCE SHARED WITH ME</u></p> <p>A short list of the most recent evidence that has been shared with the member, as well as the expiration of the access to each respective piece of shared evidence. This list is NOT all inclusive of the member's access to shared evidence.</p> <p><u>MY CASE ACTIVITY</u></p> <p>The members recent case activity on the site. This section, as well as the "CASES" section of the site, should only be utilized by the BWC Unit, unless a member is granted specific permission from the BWC Unit to use it.</p>	
<p>At the very top of the site, there will be a menu bar with several tabs or options for website navigation.</p> <p>Users will always see the following tabs:</p> <ul style="list-style-type: none"> - EVIDENCE - HELP <p>Users may also see these tabs depending upon their level of access:</p> <ul style="list-style-type: none"> - CASES - DEVICES - REPORT - ADMIN 	<p>SITE MENU BAR (Obj. #2)</p>
<p>Members utilizing the site will most commonly use the EVIDENCE tab to navigate to searchable lists of subsections ALL EVIDENCE or MY EVIDENCE (the "my evidence" section refers to an evidence list belonging solely to the member who is currently accessing the site)</p> <p>The ALL EVIDENCE subsection will provide a list of all recorded evidence that is currently stored on the secure server. Though most, if not all, members will be able to view this list, only members with supervisory access will have access to review evidence not belonging to them.</p> <p>Members without supervisory access, review recordings belonging to other members if those recordings are shared by their respective administrators or a member with supervisory access.</p>	<p>EVIDENCE TAB (Obj. #2, 3)</p> <p>The instructor should highlight these search options while under the ALL EVIDENCE subsection of the site, as it provides the greatest amount of evidence for display purposes, sorting,</p>

<p>The MY EVIDENCE subsection will provide a complete list of all evidence recorded by the member currently logged into the site. Either evidence list may be searched/filtered via several options displayed at the top of each list. Search options include:</p> <p>ID – This search field will likely not be used. Not all recordings will have an associated ID. An ID is automatically assigned to a recording by the site when the site identifies possible relating information within our agencies CAD system. An ID consists of a complete CAD number, as seen by a dispatcher within the CAD system.</p> <p>TITLE – The title given to the recording by the creator of the respective recording(s). When adding a title to a recording, members MUST follow these parameters:</p> <p>If there is a report number associated with the recording, the title must begin with the COMPLETE Report number (<i>including the district, year, month, and five-digit complaint number</i>), without any spaces or special characters.</p> <p>If there is no report number, however there is/are associated citation(s), the title must begin with the entire primary citation number, without any spaces or special characters.</p> <p>If there is neither a report number nor related citation, the title must begin with the location where the recording took place. (i.e. hundred block and street name)</p> <p>USER OR GROUP – The member who created the recording(s). This option may be searched via a member's name or sequence number. Partial names/sequence numbers may be searched as well.</p> <p>DATE – Evidence may be searched by a single date or date range. A specific time or time range may also be added to the further narrow search results.</p> <p>CATEGORY – The category assigned to the recording(s) by the creator of the respective recording(s).</p> <p>TAG – The tag assigned to the recording(s) by the creator of the respective recording(s).</p> <p><u>NOTE:</u> Tags are an optional feature of the website and most recordings will have no tag associated with them. Under tags, members may add</p>	<p>searching, etc.</p> <p>The instructor should clearly and firmly stress the importance of Titling recordings properly. Verbally outline the procedure members should follow when titling recordings.</p> <p>The repetitious shortened phrase <i>“CC, Citation, Location”</i> may be used to very simply reinforce Titling priorities.</p> <p>The instructor should briefly display the full list of categories by clicking within the category search field. Stress the importance of the <i>ARREST</i> category and that it</p>
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<p>any information they wish to be searchable. (i.e. a tag may be a suspect's name or an involved gang)</p> <p>Any single search option or combination of search options may be utilized when filtering evidence.</p>	<p>should be used for any and all recordings that will be needed as evidence by an Assistant States Attorney.</p>
<p>Once a recording has been located that the member wishes to review, it may be accessed by clicking on the displayed title of the recording. The member will then be redirected to the evidence playback page for the specific recording that was selected.</p>	<p>ACCESSING EVIDENCE (Obj. #3) The instructor should demonstrate selecting a recording by clicking the title of a desired recording and opening the recording playback page.</p>
<p>Upon accessing a recording's playback page, members should immediately enter a note into the Notes box below the playback window. When entering a note, the member should very briefly indicate why the recording was accessed. Examples may include but not be limited to report review, training review, compliance review, etc.</p>	<p>NOTES (Obj. #3) The instructor should demonstrate entering a note by doing so on the recording that was selected. The instructor should enter "PDTA Training" or similar.</p>
<p>While within the playback page, members will have the ability to replay the selected recording, add a marker or clip to the recording's timeline, add a detailed description of the recording, share the recording with another member who has access to the site, view the selected recording's audit trail, title or edit the title of the recording, categorize or edit the category(s) of the recording, view the associated GPS data of the recording, add or edit a tag associated with the recording, and more depending upon the member's level of access.</p> <p>NOTE: Every recording will display an overlay of a time-stamp on the top right corner of the video. Member must be aware that this time stamp is NOT Eastern Standard Time (EST). The time stamp is set by Axon, who utilizes the most widely recognized global industry standard for time, Greenwich Mean Time (GMT).</p>	<p>PLAYBACK OVERVIEW & TIME-STAMP (Obj. #3, 7) The instructor should make sure to explain the significance of the time-stamp and why it is NOT Eastern Standard Time.</p>
<p>To title or edit the title of a recording from the playback page, click on</p>	<p>TITLE &</p>

<p>the blue pencil icon located to the right of the title (at the top of the playback window).</p> <p>This procedure is the same for adding or editing a category associated with the recording or any other editable information on the playback page, including tags.</p>	<p>CATEGORY (Obj. #6)</p> <p>The instructor should compare/contrast titling / categorizing via the companion app vs the site.</p>
<p>To replay a recording, click on the play button (indicated by a right facing enclosed triangle) located at the bottom of the playback window, in the playback control bar. While a recording is paused, arrows will be visible on either side of the play button. The recording may be advanced or reversed one frame at a time by clicking on the respective arrow. The recording may be replayed at up to four times normal speed by clicking on the “1x” symbol within the playback control bar at the bottom of the playback window.</p> <p>Note that the playback control bar also contains options to control playback volume, full-screen, and resolution.</p>	<p>PLAYBACK (Obj. #3)</p> <p>The instructor may utilize this opportunity to replay the recording and briefly highlight the 30 second buffer incorporated in the recording. Note, this should be a very brief intro to the 30 second buffer feature, as it should be thoroughly covered in the follow-up lesson “Operation of the Camera”</p>
<p>Clips and Markers are an optional feature of the site. These tools allow a member, with access to the recording, to add visual indicators to the timeline of the recording.</p> <p>By selecting “ADD MARKER”, a visual indicator will be placed at the current point of playback within the timeline.</p> <p>By selecting “ADD CLIP”, a member may select a portion of the recording’s timeline to highlight/feature.</p> <p>Either Markers or Clips may be moved and or manipulated to mark any and all desired points and/or portions of the recording.</p> <p>NOTE, adding markers and/or clips to a recording does NOT alter the original recording in any way.</p>	<p>CLIPS & MARKERS (Obj. #3)</p> <p>The instructor should demonstrate adding a marker and a clip to the recording, as well as manipulating them.</p>
<p>To share access to evidence with another member who has access to the site, simply click on the SHARE tab located at the top of the playback window. This tab will redirect the member to the share page where one or multiple recipients may be entered via name or sequence</p>	<p>SHARING (Obj. #4)</p>

<p>number. Members will then receive a link both via the site and departmental email, enabling them to now view the shared evidence.</p>	
<p>To view a recording's audit trail, click on the AUDIT TRAIL tab located at the top of the playback window. The member will then be prompted to view the entire audit trail or may enter a desired date range to view.</p> <p>Once the member clicks SUBMIT, a new window will open within the web browser displaying a PDF document of the individual audit trail for the selected recording. Upon scrolling toward the lower portion of the PDF document, an itemized list will be seen. This list is extremely comprehensive of all activity concerning the respective recording from the moment it was created until present.</p>	<p>AUDIT TRAIL (Obj. #5)</p> <p>The instructor should open a complete audit trail as a visual example. Stress should be placed on the BWC policy point that members should only access the site from departmental networks/resources. In addition, the instructor should make mention of IP address', how they can be traced to a specific computer, and that they are recorded and discoverable on the audit trail.</p>
<p>The multi-cam feature will be available for evidence that the site has determined to be of the same recorded incident. This feature, when available, may be accessed by clicking on the MULTICAM tab located at the top of the playback window. Once the member is redirected to the multi-cam playback page, a list of all system identified related evidence will be displayed below the playback window. Members may add up to four recordings to the multi-cam player by clicking on empty cells within the playback window and selecting desired recordings from the list.</p> <p>The multi-cam player is then initiated by clicking on the LAUNCH MULTICAM button located at the top right of the page. Once launched, any selected recordings will be automatically synced by time stamp and will replay upon reaching their respective time frames within the multi-cam timeline.</p> <p>Members may control which recording they wish to hear audio from by clicking on the audio control icon located at bottom center of the multi-</p>	<p>MULTICAM</p> <p>The instructor should make mention of how this feature is especially helpful to supervisors and investigators who have the greatest need to watch multiple recordings of one incident during their investigations.</p>

cam playback window and selecting the desired recording.	
<p>The GPS data window, when available, will be displayed directly to the right of the playback window. When GPS information is included in a recordings meta-data, this GPS data window will appear as a map during playback of a recording. This map will also highlight the location and or travel of the capture device while the original recording was in progress.</p>	<p>GPS DATA (Obj. #8)</p> <p>The instructor should note that the BWC devices do NOT have GPS functionality and entirely rely on their wireless connection with the member's cell phone companion app for GPS data. In the event of a BWC device not connecting to the companion app, or the app/cell phone malfunctions, there will be incorrect GPS data or no data.</p>
<p>A map of all evidence, that has GPS data, may be viewed by clicking on the sub category EVIDENCE MAP. This will redirect the member to the evidence map page. Much of the top of this page is an aerial view map of the greater Baltimore area. The map may be enlarged to focus on a more specific area and to see more detail. The further a map is enlarged, the more evidence will be displayed in the form of dots on the map.</p> <p>A list of all evidence within the view of the map window will be displayed below the map.</p> <p>Results that appear on the map may also be filtered by the member. Click on filters, next to the map's search bar at top left of the page. From this pop up window, a member may select one or multiple filters for the type of evidence they wish to see displayed on the map.</p>	<p>EVIDENCE MAP (Obj. #8)</p> <p>The instructor should again reiterate that not all evidence will be found using the evidence map, as it is necessary for there to be GPS data linked to a recording for it to be plotted.</p>
<p>Members should now have a firm grasp of how to:</p> <ul style="list-style-type: none"> - Navigate to the site bcpd.evidence.com - Login - Interpret the dashboard page - Navigate to the Evidence page - Switch between sub categories of ALL EVIDENCE, MY 	<p>RECAP</p> <p>The instructor should now conduct a brief recap of information that members should</p>

<p>EVIDENCE, and the EVIDENCE MAP</p> <ul style="list-style-type: none"> - Search for open and playback recorded evidence and filter search results for a more narrowly focused search - Title and Categorize evidence or change the Title/Category - Interpret a recording's time stamp - Add Clips & Markers to a recording - Share evidence - View the audit trail for a recording - View GPS data relating to a specific recording 	<p>now have a firm understanding of.</p>
<p>Members may have access to additional main menu options as stated earlier.</p> <p>The CASES tab should not be utilized without expressed permission from the BWC Unit, as this is how all members' evidence is grouped by the BWC Unit, into digital case files for the Office of the States Attorney.</p> <p>The REPORTS tab should again only be used by those members whose job functions require running BWC reports such as the number of personnel assigned devices, the number of recordings taken over a designated time frame, etc.</p> <p>The USERS tab should only be used by ITS and or those members designated to act as website administrators.</p> <p>The HELP tab should be utilized by any member wishing to review a specific functionality of the site.</p>	<p>OTHER MENU OPTIONS (Obj. #9)</p>
<p>Members may view notifications and messages, as well as send messages and requests to view evidence via the messaging feature of the site. This feature is accessed via the envelope icon located at top right of most pages within the site. Members are NOT required to check site notifications via logging into bcpd.evidence.com, as they will be made aware of them via departmental email as well.</p>	<p>NOTIFICATIONS (Obj. #10)</p>
<p>Members seeking supervisory access to the site should notify their immediate supervisor. Supervisors should file a request on behalf of their members, with the Information Technology Section via ITSAccounts@baltimorepolice.org</p>	<p>SUPERVISORY ACCESS</p>
<p>III. EVALUATION/CLOSURE</p>	<p>Solicit Questions</p>

MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS LESSON PLAN	
COURSE TITLE: Body-Worn Camera Training for Entry-Level	
LESSON TITLE: Body-Worn Camera Policy	
PREPARED BY: Habib Kim UPDATED BY: Robert Corso UPDATED BY: Robert Corso	DATE: 23 May 2016 DATE: 22 Aug 2017 DATE: 05 Jan 2018
TIME FRAME	PARAMETERS
Hours: 1 Day/Time: Various	Audience: Sworn Officers/Trainees Number: Up to 40 Space: Classroom
PERFORMANCE OBJECTIVES	ASSESSMENT TECHNIQUE
21. Via facilitated group discussion, students will successfully identify four main purposes of Body-Worn Cameras, to the satisfaction of the facilitator. Main purposes to be identified: - Professionalism - Accountability - Evidence Collection - Transparency 22. Via facilitated group discussion, students will successfully identify the discoverability of BWC recordings, the satisfaction of the facilitator. 23. Via facilitated group discussion, students will successfully identify who recordings may be shared with and who the authority lies with for sharing them, to the facilitator's satisfaction.	1. Overhead Questions 2. Direct Questions

<p>24. Via facilitated group discussion, students will successfully identify the procedure for conducting a daily functions check of the BWC, to the facilitator's satisfaction.</p> <p>25. Via facilitated group discussion, students will successfully identify the procedure to follow in the event of a BWC malfunction or depleted battery, to the facilitator's satisfaction.</p> <p>26. Given a list of BWC categories, students will successfully identify, through overhead question and answer, appropriate category assignment for BWC recordings, to the facilitator's satisfaction.</p> <p>27. Via facilitated group discussion, students will successfully identify when members are required to activate the BWC, to the facilitator's satisfaction.</p> <p>The following required activations will be discussed by the facilitator:</p> <ul style="list-style-type: none">- Calls for service- Investigative actions- Transporting detainees- Searching for evidence- Following medics or tow trucks- Confrontational encounters- The best interest of the member, department, and public- Private property, including within hospitals and medics <p>28. Via facilitated group discussion, students will successfully identify exceptions to recording with the BWC, to the facilitator's satisfaction.</p> <p>29. Via facilitated group discussion, students will successfully identify the radio communication codes to be used with BWC activation and deactivation, to the facilitator's satisfaction.</p> <p>30. Given verbal example scenarios of public</p>	
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<p>encounters, students will successfully identify appropriate occasions to advise members of the public they are being recorded, to the satisfaction of the facilitator.</p> <p>31. Via facilitated group discussion, students will successfully identify the procedure to follow in the event of an accidental recording, to the facilitator's satisfaction.</p> <p>32. Via facilitated group discussion, students will identify reporting requirements specific to the BWC, to the satisfaction of the facilitator.</p> <p>33. Given a BWC docking station visual example, students will identify BWC docking, uploading, and evidence sharing requirements, through facilitated group discussion, to the facilitator's satisfaction.</p> <p>34. Via facilitated group discussion, students will successfully identify supervisory review requirements, to the facilitator's satisfaction.</p> <p>35. Via facilitated group discussion, students will successfully identify level-three use of force requirements and restrictions, to the facilitator's satisfaction.</p> <p>36. Via facilitated group discussion, students will successfully identify level one and two use of force requirements and restrictions, to the facilitator's satisfaction.</p> <p>37. Via facilitated group discussion, students will successfully identify prohibited use of the BWC, to the facilitator's satisfaction.</p> <p>The facilitator will discuss the following prohibited use scenarios:</p> <ul style="list-style-type: none">- General- Protest events- Investigative use	
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<p>38. Via facilitated group discussion, students will successfully identify the security constraints of the BWC and its companion software/app, to the facilitator's satisfaction.</p> <p>39. Via facilitated group discussion, students will successfully identify proper usage of the Evidence.com website to access BWC data, to the facilitator's satisfaction.</p> <p>40. Via facilitated group discussion, students will successfully identify who has the authority to disseminate BWC recordings and data, to the facilitator's satisfaction.</p> <p>41. Via facilitated group discussion, students will successfully identify requirements for the wear of BWC while on-duty, to the facilitator's satisfaction.</p>	
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PCTC Lesson Plan

Page 2

INSTRUCTOR MATERIALS

Overheads

Video:

Slides

Other (Specify)

Posters

Reference Documents:

EQUIPMENT/SUPPLIED NEEDED

<input checked="" type="checkbox"/> Computer	<input checked="" type="checkbox"/> Power Point
<input checked="" type="checkbox"/> Projector	<input checked="" type="checkbox"/> Projection Screen
<input checked="" type="checkbox"/> Speakers	<input checked="" type="checkbox"/> Extension Cords/Power strips
STUDENT HANDOUTS	
# Needed	Title
None	

PCTC Lesson Plan	Page 3
METHODS/TECHNIQUES	
Lecture	
REFERENCES	
Policy 824 Body-Worn Camera Policy dated January 1, 2018	
GENERAL COMMENTS	
This course is designed to be taught by a layman instructor with basic understanding of body camera operation. The instructor should be trained and experienced in body camera use prior to teaching the class. The instructor must also be knowledgeable in Policy 824 Body-Worn Cameras and any BWC Training Guidelines currently in effect.	

LESSON PLAN

TITLE:

PRESENTATION GUIDE	TRAINER NOTES
<p>I. ANTICIPATORY SET</p> <p>PERFORMANCE OBJECTIVES</p> <p>1. Via facilitated group discussion, students will successfully identify four main purposes of Body-Worn Cameras, to the satisfaction of the facilitator.</p> <p>Main purposes to be identified:</p> <ul style="list-style-type: none">- Professionalism- Accountability- Evidence Collection- Transparency <p>2. Via facilitated group discussion, students will successfully identify the discoverability of BWC recordings, the satisfaction of the facilitator.</p> <p>3. Via facilitated group discussion, students will successfully</p>	

identify who recordings may be shared with and who the authority lies with for sharing them, to the facilitator's satisfaction.

4. Via facilitated group discussion, students will successfully identify the procedure for conducting a daily functions check of the BWC, to the facilitator's satisfaction.

5. Via facilitated group discussion, students will successfully identify the procedure to follow in the event of a BWC malfunction or depleted battery, to the facilitator's satisfaction.

6. Given a list of BWC categories, students will successfully identify, through overhead question and answer, appropriate category assignment for BWC recordings, to the facilitator's satisfaction.

7. Via facilitated group discussion, students will successfully identify when members are required to activate the BWC, to the facilitator's satisfaction.

The following required activations will be discussed by the facilitator:

- Calls for service
- Investigative actions
- Transporting detainees
- Searching for evidence
- Following medics or tow trucks
- Confrontational encounters
- The best interest of the member, department, and public
- Private property, including within hospitals and medics

8. Via facilitated group discussion, students will successfully identify exceptions to recording with the BWC, to the facilitator's satisfaction.

9. Via facilitated group discussion, students will successfully identify the radio communication codes to be used with BWC activation and deactivation, to the facilitator's satisfaction.

10. Given verbal example scenarios of public encounters, students will successfully identify appropriate occasions to advise members of the public they are being recorded, to the satisfaction of the facilitator.

11. Via facilitated group discussion, students will successfully identify the procedure to follow in the event of an accidental recording,

to the facilitator's satisfaction.

12. Via facilitated group discussion, students will identify reporting requirements specific to the BWC, to the satisfaction of the facilitator.

13. Given a BWC docking station visual example, students will identify BWC docking, uploading, and evidence sharing requirements, through facilitated group discussion, to the facilitator's satisfaction.

14. Via facilitated group discussion, students will successfully identify supervisory review requirements, to the facilitator's satisfaction.

15. Via facilitated group discussion, students will successfully identify level-three use of force requirements and restrictions, to the facilitator's satisfaction.

16. Via facilitated group discussion, students will successfully identify level one and two use of force requirements and restrictions, to the facilitator's satisfaction.

17. Via facilitated group discussion, students will successfully identify prohibited use of the BWC, to the facilitator's satisfaction. The facilitator will discuss the following prohibited use scenarios:

- General
- Protest events
- Investigative use

18. Via facilitated group discussion, students will successfully identify the security constraints of the BWC and its companion software/app, to the facilitator's satisfaction.

19. Via facilitated group discussion, students will successfully identify proper usage of the Evidence.com website to access BWC data, to the facilitator's satisfaction.

20. Via facilitated group discussion, students will successfully identify who has the authority to disseminate BWC recordings and data, to the facilitator's satisfaction.

21. Via facilitated group discussion, students will successfully

identify requirements for the wear of BWC while on-duty, to the facilitator's satisfaction.	
II. INSTRUCTIONAL INPUT (CONTENT)	Slide 1 Introduction
The Body-Worn Camera Policy was prepared to establish the procedures and expectations of the body camera program.	
The four main purposes of the Body Camera program are: - Professionalism - Accountability - Evidence Collection - Transparency	Slide 2 (Obj. #1) Purpose of Program
Supervisors and IAD may periodically review footage to ensure that members are professionally representing the department and acting in accordance with current policies.	Slide 3 (Obj. #1) Professionalism
The cameras are an unblinking eye that document everything they capture. Recordings created with these devices may be used to hold people accountable for their actions. Body-worn cameras afford police agencies and the public the ability to review incidents involving police officers in greater detail by creating and preserving audio video records of police/public interaction. These records may be used to hold accountable members who act outside of policy.	Slide 4 (Obj. #1) Accountability
When used properly, body-worn cameras are a highly effective tool for evidence collection. These devices enable law enforcement officers to make an audio/video record of both statements and actions when interacting with the public. These records lend even greater credibility to police officers' testimony against perpetrators of criminal activity. Body-worn cameras often tend to remove incorrect characterization of police tactics and or accounts of events.	Slide 5 (Obj. #1) Evidence Collection
When recording video, members should always be aware that all recordings may be considered evidence. If a member wishes to document something for court, use the camera. The body-worn camera, when safe and appropriate to do so, may be temporarily removed from its mount and used as a handheld device to document and capture the desired evidence being recovered more effectively.	
These recordings also serve as a powerful tool in law enforcement to defend against false allegations of police misconduct.	
Just as these recordings are a powerful tool for combating false allegations, they serve equally to combat general misinformation. With the exponential growth of social media and 24-hour news outlets,	Slide 6 (Obj. #1)

<p>law enforcement agencies are grappling with public demand for instantaneous information streams. With this demand, a traditional response that an investigation is underway and results will be released upon its conclusion, is no longer the most effective or transparent response. Departmental investigations can take months, if not years, often leading to an information vacuum.</p> <p>These devices allow the department to quickly review footage and release a more substantive statement about the events that are at issue. This minimizes or eliminates controversy until the full investigation can be completed.</p> <p>It is imperative to record an entire interaction, not just once an interaction has become confrontational.</p>	<p>Transparency (Obj. #1)</p>
<p>All data captured by body-worn cameras should be considered discoverable evidence. This includes data once it is uploaded and stored on the server/site. Additionally, any access to the data, after it is stored, is also discoverable. This is important to show chain of custody and to maintain that body-worn camera is not and cannot be edited.</p> <p>Via the freedom of information act, copies of these recordings and/or their associated data can be requested by the public by filing a Maryland Public Information Act request (MPIA). These requests should be sent by the person(s) requesting the data to DCU@baltimorepolice.org.</p>	<p>Slide 7 (Obj. #2)</p> <p>Discovery</p>
<p>Though members wear a specifically assigned camera and they themselves author the recordings, all equipment, recordings, and subsequent associated data remain property of the Baltimore Police Department.</p> <p>Recordings and data cannot be disseminated outside of the agency or uploaded to any server or site other than bcpd.evidence.com.</p> <p>Member who would like a copy of a recording for themselves, may submit requests to the Body-Worn Camera Unit, who will determine if the copy may then be released to the member.</p>	<p>Slide 8 (Obj. #3)</p> <p>Departmental Property</p>
<p>Member should, as with all assigned equipment, ensure their body-worn camera devices are in proper working order prior to the start of each tour of duty.</p> <p>Power the device on via the standby switch and check the actual remaining battery percentage of the device via the companion cell phone app.</p>	<p>Slide 9 (Obj. #4)</p> <p>Daily Functions Check</p>

<p>If any device malfunctions, members must immediately notify their immediate permanent rank supervisor via administrative report form 95.</p> <p>Supervisors must then scan and email the 95, signed by them as well, to: BWC@baltimorepolice.org.</p> <p>Members must then immediately respond to ITS for a repair or replacement. If ITS is not available, members must respond to the Evidence Control Unit (ECU) to have the device replaced.</p> <p>Members assigned a body-worn camera device are not permitted to work enforcement duties without a functioning device.</p>	<p>Slide 10 (Obj. #5)</p> <p>Malfunctions</p>
<p>Members should familiarize themselves with all seven recording categories:</p> <ul style="list-style-type: none"> - Training - Self-Initiated - Car Stop - Arrest/Must Appear Citation - Accidental - Call for Service - Restricted <p>The arrest category is used to designate any recording as evidence that will need to be forward to the Officer of the States Attorney for court purposes. This includes recordings of all arrests, must appear citations, criminal citations, etc.</p>	<p>Slide 11 (Obj. #6)</p> <p>Categories</p>
<p>Members should be reminded that per communications policy 701, the code 10-61 must be called at the initiation of all recordings.</p> <p>Members must activate an assigned body-worn camera device under the following circumstances:</p> <ul style="list-style-type: none"> - Start of a call for service <ul style="list-style-type: none"> o Including when arriving on another member's assigned call as a back-up unit (10-16 / Signal 13) or simply meeting another unit on their call for service (10-11) - Investigative actions - Enforcement actions - Confrontational encounters <ul style="list-style-type: none"> o Including encounters that are likely to become confrontational - Beyond the requirements of policy, if the member believes recording to be in the best interest of the public, themselves, or 	<p>Slide 12 (Obj. #7)</p> <p>Overview of Required Activations</p>

<ul style="list-style-type: none"> - the Baltimore Police Department. When in doubt, record. - Private property is treated as public space when members have legal authority to be there. 	
<p>Calls which, per policy, may be given “instant” oral codes over the radio, do not require body-worn camera activation.</p>	<p>Slide 13 (Obj. #7)</p>
<p>Calls for Service</p> <p>EXAMPLE: A member is asked by their dispatcher to provide a code for an out-of-jurisdiction call. In these circumstances, the dispatcher and member are already fully aware that the call for service is not within the Baltimore Police Department’s jurisdiction, the dispatcher is electronically transferring the call to the proper jurisdiction, and the member is not responding to, acting upon, or investigating the call. The member may simple provide the dispatcher with an appropriate oral code via departmental radio, without taking a recording with their body-worn camera.</p>	
<p>Members who respond to routine, non-emergency calls for service, are required to activate their body-worn camera no later than their initial arrival at the location of the call (10-23).</p> <p>Members are required to activate their body-worn camera immediately upon receipt of any in-progress call for service, or any activity likely to require immediate enforcement action.</p> <p>Members who respond with emergency lights and siren (Code 1) to any incident, are required to activate their body-worn camera prior to activating their emergency lights.</p>	
<p>Members are required to activate their body-worn camera prior to conducting the following investigative actions:</p> <ul style="list-style-type: none"> - On-Scene Interviews - Field Interviews - Evidence Collection <p>Members who are conducting a formal interview, in an investigative unit or interview room, may elect to utilize their body-worn camera to memorialize the interview.</p>	<p>Slide 14 (Obj. #7)</p> <p>Investigative Action</p>
<p>All enforcement action must be documented on body-worn camera.</p> <ul style="list-style-type: none"> - Effecting an arrest - Executing a warrant - Stopping a vehicle - Issuing a citation - Any other enforcement related action 	<p>Slide 15 (Obj. #7)</p> <p>Enforcement Action</p>

All transports of detainees must be recorded on body-worn camera regardless of any existing transport vehicle camera systems (TVC).	Slide 16 (Obj. #7) Transports
The body-worn camera must also be activated when following a medic, tow truck, or other vehicle as part of a continued investigation.	Slide 17 (Obj. #7) Searching for Evidence
Members must activate their body-worn camera when conducting searches for evidence. If the recovery of evidence was not captured on body-worn camera it should never be re-enacted or recreated. In the event of a late activation, simply give a brief verbal narrative on the BWC regarding the circumstances of the late activation and what has taken place prior to activation of the recording. Members must also file an administrative report, form 95, documenting why the search was not captured on body-worn camera. This report must then be provided to their supervisor.	Slide 17 (Obj. #7) Searching for Evidence
In any circumstance where a member reasonably believes that utilizing their body-worn camera to document circumstances beyond requirements of the policy, members may elect to record. When in doubt, record.	Slide 18 (Obj. #7) Interest of the Public Good
Any and all circumstances involving confrontational interactions or interactions that are likely to become confrontational, members should always record.	Slide 19 (Obj. #7) Confrontational Interactions
If a member, operating in a legal capacity as a sworn on-duty law enforcement officer, has the legal authority to be on or in private property, they also have the legal authority to record there as well. In the event that a victim or witness wishes not to be recorded, the member may cease recording so long as any surrounding circumstances do not prevent stopping the recording based on other aspects of the policy. Members should attempt to record the citizen's request to cease recording and should re-activate the recording at the soonest practical time prior to leaving the citizen. If it is necessary to continue recording for officer safety, continue recording.	Slide 20 (Obj. #7) Private Property
Although members may often have legal authority, when within a hospital or medic, care should be taken when practical, to minimize and or avoid recording within these facilities until with the victim or suspect. Avoid recording medical and psychiatric evaluations or treatments, medical documents, and members of the public who are not involved with the incident at hand. However, as in any setting, if confronting a violent or assaultive suspect, or in an anticipated use of force instance, the member shall Activate the BWC in advance of the	Slide 21 (Obj. #7) Hospitals/Medics

<p>encounter or as soon as reasonably practicable.</p> <p>As previously stated, members may elect to deactivate their recordings to obtain a voluntary statement from a citizen who does not wish to be recorded.</p> <p>If the encounter begins when the BWC is not actively recording, the member may, but is not required to, temporarily Activate the BWC for the sole purpose of documenting the person's request they not be recorded.</p> <p>A member is not required to activate the BWC when performing Administrative Investigative Functions, as defined in Policy 824. Additionally, members performing tasks in which wearing the BWC would be impractical (Dive Team, Physical Fitness Training, Aviation Unit, Facilities Maintenance, etc.) or unsafe (Bomb Techs, HAZMAT Responders, etc.) shall not wear the BWC while performing those duties.</p> <p>If the opportunity does not present itself to safely activate the camera. Members who activate late should, as soon as practical, give a brief verbal narrative on the BWC of any events that took place prior to activation of the recording. Never re-enact or recreate events.</p>	<p>Slide 22 (Obj. #8)</p> <p>Exceptions to recording</p>
<p>Members may end recordings under the following circumstances:</p> <ul style="list-style-type: none"> - At the request of a citizen, to obtain a voluntary statement - At the final conclusion of an incident (i.e. the member has left the area of the call for service, the member has concluded all interaction with a citizen on a field interview, etc.) - After leaving a crime scene - If authorized to deactivate by a ranking supervisor (refer to BWC Training Guideline II) 	<p>Slide 23 (Obj. #9)</p> <p>Ending a Recording</p>
<p>When beginning a new recording, members must utilize the ten-code 10-61.</p> <p>When practical to do so, members shall advise citizens that their interaction is being recorded. This notification should be made at the initiation of the interaction and should follow this example "Hello, I am (State your rank and name) of the Baltimore Police Department. I am advising you that our interaction is being recorded.".</p> <p>If new persons join the conversation, the member does not need to repeat the advisement.</p> <p>Upon completion of the recording members must utilize the ten-code 10-62.</p> <p>Remember to title and categorize all new recordings either from the companion phone app or after uploading them, via the website.</p>	<p>Slide 24 (Obj. #10)</p> <p>Complete Recording Cycle & Notification of Recording</p>
<p>If an accidental recording is captured, members may complete an</p>	<p>Slide 25 (Obj. #11)</p>

<p>accidental recording form and forward it to the BWC Unit via BWC@baltimorepolice.org so it may be disposed of. No recordings will be disposed of until they are fully reviewed and determined non-evidentiary by the BWC Unit commander.</p>	<p>Accidental Recordings</p>
<p>When authoring a report, the first line must read as follows: “Incident captured on BWC, CC#_____”</p> <p>Members may review their BWC recordings prior to authoring a report, charging document, etc. Recordings may be reviewed prior to their upload, via the companion cell phone app, or after upload via the website bcpd.evidence.com.</p>	<p>Slide 26 (Obj. #12)</p> <p>Reporting and Review</p>
<p>If any recordings have been created during their tour of duty, members must dock their BWC device so that it may upload the new recordings to the website. This must be done prior to a member going off duty. Members may manage access to recordings once they are uploaded, via evidence access lists. BWC devices may be left on a departmental docking station while members go off-duty, or members may elect to take their assigned BWC device with them when going off-duty, so long as the device has uploaded any recordings.</p>	<p>Slide 27 (Obj. #13)</p> <p>End of Shift</p>
<p>Supervisors can review the footage of subordinates for numerous reasons including training and policy compliance. Supervisors must review any recordings taken in reference to a citizen complaint, use of force, and Officer sustaining an injury on duty.</p>	<p>Slide 28 (Obj. #14)</p> <p>Supervisors and Investigators</p>
<p>All level 3 Uses of Force are investigated by SIRT. The primary investigator will assume custody of any involved member's BWC devices and upload the recordings. As part of the standard operating procedures, the policy does not allow members to view footage involving a level three use of force until authorized by the SIRT investigator.</p>	<p>Slide 29 (Obj. #15)</p> <p>Use of force - SIRT</p>
<p>Members may only review data from their assigned BWC. The cross-review of additional members' BWC data is prohibited even if said members are involved in the same incident.</p> <p>Though not enumerated in the policy, the department recognizes that there may be exigent circumstances that require you to view a recording immediately, and therefore prior to a SIRT investigator's authorization. Example: Two armed suspects flee, one is apprehended and a level three use of force ensues. The second suspect is still at large and is members are actively searching for them. A member may utilize an image from their BWC device of the initial encounter of the</p>	

<p>suspects to provide detailed description information to backup units. The member should not review the use of force portion of the recording. Members must be prepared to fully justify the exigent need to review a portion of any recording involving a level three use of force prior to authorization from the SIRT investigator.</p>	
<p>For level 1 and 2 uses of force, a permanent rank supervisor will be the investigator. The supervisor will determine when members will be permitted to view their recordings. Supervisors, per BWC policy are to obtain the BWC device of any member involved in the use of force incident, upload any relevant recordings, and title and categorize them. Supervisors may use discretion when evaluating the seriousness of a level one or two uses of force. If the use of force is obviously minor, the supervisor may have the member dock their own BWC device then the supervisor may remain in-service/available while the recording uploads and respond to review it once done. The supervisor may also elect to simply review the recording on the scene, directly from the members companion cell phone app. Any recordings reviewed by the supervisor as part of the use of force investigation should be titled and categorized by the investigating supervisor.</p>	<p>Slide 30 (Obj. #16)</p> <p>Use of Force - General</p>
<p>Members are prohibited from recording agency personnel during routine administrative duties and non-work-related activities. BWC devices are never to used off body as remote surveillance devices.</p>	<p>Slide 31 (Obj. #17)</p> <p>Prohibited Use</p>
<p>Peaceful protests can be recorded as a police action It is against policy to use that footage to simply identify people who are protesting This footage cannot be used to intimidate people away from their Constitutional Right to Protest If a law is broken, we can then use all investigative tools to identify the suspect(s), witness(s), or potential victim(s)</p>	<p>Slide 32 (Obj. #17)</p> <p>Prohibited Use - Protests</p>
<p>Images captured with a BWC device may not be utilized in a photographic array or used to create a database or pool of mugshots. BWC footage shall not be searched using facial recognition software.</p>	<p>Slide 33 (Obj. #17)</p> <p>Prohibited Use - Investigations</p>
<p>Members are strictly prohibited from sharing any login information to the evidence.com website or other applications. Member will be held accountable for any actions taken with their accounts.</p>	<p>Slide 34 (Obj. #18)</p> <p>Security Constraints</p>
<p>Members are prohibited from accessing the evidence.com website from any person device or network. The site should only be accessed via departmental equipment on a departmental network connection. All access to the site is documented and logged along with the devices IP</p>	<p>Slide 35 (Obj. #19)</p> <p>Video Security</p>

address which was used to access the site. This information is discoverable.	
Only the Police Commissioner, PIO, Legal, or the BWC Unit may authorize the dissemination and release of copies of BWC recordings. Recordings for the office of the States Attorney will be provided by the BWC Unit. Under normal circumstances, recordings for ASA's should not be forwarded by individual members outside of the BWC Unit.	Slide 36 (Obj. #20) Video Dissemination
Cameras are only to be used while on duty and while working approved uniformed secondary employment. Only departmentally issued BWC devices may be used. Once issued a BWC device, members working in an enforcement capacity must wear the device and power it on at the beginning of their tour, only powering it off at the completion of their tour.	Slide 37 (Obj. #21) Things to Remember
These cameras are an impartial witness It's better to record too much rather than not enough TITLE & CATEGORIZE all of your recordings Share recordings with the officer who will be handling any reporting requirements or charging documents (Primary Officer) Protect these recordings like they're videos of you Activate the BWC when calm Remember to call 10-61 / 10-62 as appropriate	Slide 38 Big Points
III. EVALUATION/CLOSURE	Solicit Questions

MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS LESSON PLAN	
COURSE TITLE: Body-Worn Camera Training for Entry-Level	
LESSON TITLE: Operation	
PREPARED BY: Habib Kim UPDATED BY: Robert Corso UPDATED BY: Robert Corso	DATE: 23 May 2016 DATE: 22 Aug 2017 DATE: 05 Jan 2018
TIME FRAME Hours: 1 Day/Time: Various	PARAMETERS Audience: Sworn Officers/Trainees Number: Up to 40 Space: Classroom
PERFORMANCE OBJECTIVES <ol style="list-style-type: none"> 1. Via facilitated group discussion, students will successfully identify the following BWC terminology, to the satisfaction of the facilitator: <ul style="list-style-type: none"> - Powered ON - Powered OFF - Activated - Deactivated 2. Given a BWC device, students will successfully identify BWC functionality via guided group facilitation, to the facilitator's satisfaction. Specific functionality to be identify: <ul style="list-style-type: none"> - Standby Switch Operation - Single Press and Hold to Deactivate - Double Press to Activate 3. Given a visual example of BWC wear, students will successfully identify approved wear locations via guided group discussion, to the facilitator's 	ASSESSMENT TECHNIQUE <ol style="list-style-type: none"> 1. Visual Inspection 2. Overhead Questions 3. Direct Observation

<p>satisfaction.</p> <ul style="list-style-type: none">4. Through facilitated group discussion of Body-Worn Camera Policy 824, students will successfully identify the proper procedure to follow in the event of a malfunction or depleted battery, to the facilitator's satisfaction.5. Given a BWC device, students will successfully complete a practice recording using their BWC.6. Given a BWC and companion phone application, students will correctly title and categorize a practice recording from the companion app, to the facilitator's satisfaction.	
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PCTC Lesson Plan

INSTRUCTOR MATERIALS

<input type="checkbox"/> Overheads	<input type="checkbox"/> Video
<input type="checkbox"/> Slides	<input type="checkbox"/> Audio
<input type="checkbox"/> Posters	<input type="checkbox"/> Reference Documents: <u>Policy 824 Body-Worn Camera</u>

EQUIPMENT/SUPPLIED NEEDED

<input checked="" type="checkbox"/> Projector	<input checked="" type="checkbox"/> Computers
<input checked="" type="checkbox"/> Projector Screen	<input checked="" type="checkbox"/> Speakers
<input checked="" type="checkbox"/> Extension Cords / Power-strips	

STUDENT HANDOUTS

None – Encourage members to visit www.evidence.com for additional information.

PCTC Lesson Plan

METHODS/TECHNIQUES

Lecture with PowerPoint / Visual aid of Axon Camera(s) for demonstration

REFERENCES

Axon Body 2 user manual
Training Guideline I
Training Guideline II
BWC Policy 824
Communications Policy 701

GENERAL COMMENTS

This course is designed to be taught by a layman instructor with basic understanding of body camera operation. The instructor should be trained and experienced in body camera use prior to teaching the class. The instructor must also be knowledgeable in Policy 824 that is currently in effect, as well as both Training Guidelines and Communications Policy 701.

LESSON PLAN

TITLE:

PRESENTATION GUIDE	TRAINER NOTES
<p>I. ANTICIPATORY SET</p> <p>PERFORMANCE OBJECTIVES</p> <p>1. Via facilitated group discussion, students will successfully identify the following BWC terminology, to the satisfaction of the facilitator:</p> <ul style="list-style-type: none"> - Powered ON - Powered OFF - Activated - Deactivated <p>2. Given a BWC device, students will successfully identify BWC functionality via guided group facilitation, to the facilitator's satisfaction.</p> <p>Specific functionality to be identify:</p> <ul style="list-style-type: none"> - Standby Switch Operation - Single Press and Hold to Deactivate - Double Press to Activate <p>3. Given a visual example of BWC wear, students will successfully identify approved wear locations via guided group discussion, to the facilitator's satisfaction.</p> <p>4. Through facilitated group discussion of Body-Worn Camera Policy 824, students will successfully identify the proper procedure to follow in the event of a malfunction or depleted battery, to the facilitator's satisfaction.</p> <p>5. Given a BWC device, students will successfully complete a practice recording using their BWC.</p> <p>6. Given a BWC and companion phone</p>	<p>Time</p>

application, students will correctly title and categorize a practice recording from the companion app, to the facilitator's satisfaction.	
II. INSTRUCTIONAL INPUT (CONTENT) Title Slide	Time Slide 1 Title Slide
Introduction and familiarization with the Axon Body 2	Slide 2 The Camera

<p>Camera features/functions are itemized here. Beginning with the camera's front, we'll begin familiarizing members with the parts of the device. The camera lens has 142 degree viewing angle and records in 720p HD resolution.</p> <p>Below the lens is a small opening for the built-in speaker. This speaker, if left activated by the user, will provide audible feedback to inform the wearer and those close-by of camera functions. This audible feedback will present itself in the form of a high-pitched beep during the following operations:</p> <ul style="list-style-type: none"> - The camera is powered ON or OFF - A recording is Activated or Deactivated - Periodically while a recording is taking place <p>Toward the bottom left corner, facing the front of the device, there is a second small opening where the built-in microphone is housed.</p> <p>At right of the microphone, there is a small horizontal button, referred to as the Battery Status Indicator Button. When pressed, this button will activate a visible light ring encircling the large round button at the device's center. This light ring is referred to as the Battery Status Indicator Light. The light ring is capable of three different colors depending on the level of battery life remaining in the device:</p> <ul style="list-style-type: none"> - GREEN = 100 to 60 percent remaining - YELLOW = 60 to 20 percent remaining - RED = 20 to 1 percent remaining <p>From a full charge, battery life can last up to 12 hours of continuous recording, depending on varying circumstance. Once fully discharged, the battery takes four hours to fully recharge.</p> <p>The large circular button at center, is used to Activate and Deactivate recordings while the device is powered ON.</p> <ul style="list-style-type: none"> - A rapid double press of the center button <u>activates</u> recording - Pressing and holding the center button, for 	<p>Slide 3 (Obj. #1, 2) Basic Parts</p>
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approximately 4 seconds, deactivates recording. The Standby switch, located on the top of the device, is clearly visible from the front as well. This switch is used to power the device on and off. When powered ON, the switch reveals a red sticker, visible from the front of the device. Recording can only be activated when the BWC is powered on. While powered on and NOT recording, the device will continuously record a 30 second loop of VIDEO ONLY without sound. This 30 seconds of video will only be saved if a recording is activated. Once activated, the 30 second loop will automatically become the first 30 seconds of the recording.

A device that is powered on and is not currently activated to take a recording, is referred to as STANDBY MODE.

<p>The top of the camera is home to the operation LED which gives visual feedback as to the cameras current state of operation (Standby or Recording). The Function LED will briefly turn blue upon initially powering the device on. The function LED is only used during pairing mode, at which time it will bling green in unison with the operation LED.</p> <p>The connection port, also located on top of the device, is used to recharge the camera and transfer recorded data.</p>	<p>Slide 4 (Obj. #1, 2) Basic Parts Continued</p>
<p>When you first powered on, the operation LED will illuminate solid red. This indicates that the camera is booting up. The function LED will also briefly illuminate solid blue during this time.</p> <p>After the booting sequence, the operation LED will illuminate flashing green to indicate that the device is in standby mode and is now buffering 30 seconds of video only. In standby mode, the camera constantly records a 30 second video only video that is constantly overwritten.</p> <p>Once a recording is activated by rapidly double pressing the devices circular center button, the operation LED will illuminate flashing red, to indicate that a recording is in progress.</p>	<p>Slide 5 (Obj. #1, 2) Operating Modes</p>

<p>From the point of view of the wearer, the function button is located on the left side of the camera. This function button is only currently used to place the device into pairing mode in the class, so it may be paired with a companion cell phone app.</p>	<p>Slide 6 Basic Parts Continued</p>
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<p>At the start of a tour of duty, users will mount the camera on their outermost garment at chest level, following these basic guidelines for wear of the device:</p> <ul style="list-style-type: none"> - Maximize camera coverage by ensuring that the camera will generally capture what the wearer sees under normal circumstances whether sitting or standing, facing forward. - Ease of activation refers to the wearers ability to both activate and deactivate recordings with the device - Minimize the chance of losing the camera refers to ensuring that the device is properly and securely mounted - Indicator lights easily seen refers to the wearers ability to easily see the operation LED while sitting or standing - The BWC must remain powered on until the conclusion of the user's tour of duty. 	<p>Slide 7 (Obj. #3) Approved Wear Locations</p> <p>Users may also be referred to BWC Training Guideline II</p>
<p>Each user will receive two different mounts. Use these mounts to secure the device to the wearer's outermost garment in a manner previously discussed on slide 7. It is the responsibility of the wearer to determine which mounting option is best suited to their individual need.</p> <p>Mounting option one is that of a magnetic mount, also known as the Heavy Outerwear Magnetic Mount. This mount can be used in nearly any garment application.</p> <p>Mounting option two is that of a plastic clip, also known as the Z-Bracket Mount. This mount may only be utilized with button down shirts. This mount is available in reversed form, to accommodate shirts buttoning in either direction. PLEASE ENSURE THAT YOUR MOUNT IS THE CORRECT FORM FOR THE DIRECTION IN WHICH YOUR SHIRT BUTTONS.</p>	<p>Slide 8 (Obj. #3) Mounting Options</p>

<p>At the beginning of each shift / tour of duty, users will retrieve, mount, and power on their devices prior to the start of roll-call, for inspection.</p>	<p>Slide 9 Start of Shift</p>
<p>Record interactions per BWC policy 824. Users may also refer to Communications Policy 701, and BWC Training Guidelines I & II.</p> <p>Reiterate the functions of Activating a recording and Deactivating a recording.</p>	<p>Slide 10 During the Shift</p>
<p>Once a user's tour of duty has concluded, the device must be docked and any recorded data must be uploaded. Users may use ANY dock maintained by the BPD.</p> <p>Every recording MUST be titled and categorized (This can be accomplished from the companion phone app PRIOR TO DOCKING, or from the website after all uploads have completed)</p> <p>Devices may be left on the dock while the user goes off-duty. Devices may be taken home, so long as they do not contain any recorded data. (i.e. all recorded data has been uploaded off of the device)</p> <p>Please note that before leaving a device on the dock, users must ensure that the device is either pending upload or is already uploading its recorded data. This can be accomplished simply by taking note of the displayed LED color on the bottom of the device:</p> <ul style="list-style-type: none"> - RED indicates an initial connection to the dock - Solid YELLOW indicates pending upload - Flashing YELLOW indicates upload in progress - GREEN indicates upload complete <p>Users may, at any time, refer to the sticker on each dock which outlines the meaning of each light / light combination.</p> <p>Malfunctions with dock or other hardware should immediately be reported to the Information Technology Section (ITS).</p>	<p>Slide 11 End of Shift</p>

<p>These screen captures of the actual companion cell phone app are designed to familiarize users with the pairing process. Please refer to the quick start guide and or Axon's website for more detailed pairing procedures.</p>	<p>Slide 12 Pair Your Camera</p>
<p>Once the user's device is paired with their companion cell phone app, these screen captures show examples of the app interface and functionality.</p> <p>Screen Capture 1 – The app home screen before any recordings have taken place</p> <p>Screen Capture 2 – The app's ability to show a live view of what the device sees, any time it is powered on</p> <p>Screen Capture 3 – The app home screen after recordings have occurred</p> <p>Screen Capture 4 – After selecting a recording, this screen allows the user to replay the recording within the companion app. This is also where users may add TITLE and CATEGORY information to a recording BEFORE docking their device</p> <p>NOTE: the companion app on a cell phone will only see device information and user recordings while the cell phone is paired to the device and both are powered on</p>	<p>Slide 13 Screen Captures of Companion App</p>

<p>These screen captures highlight how a user may manipulate the following device settings:</p> <ul style="list-style-type: none"> - Camera Volume (the volume at which the device gives audible beeping feedback to the wearer) - Vibration (the ability of the device to give tactile feedback to the wearer) - Stealth Mode (enabling this setting DEACTIVATES ALL lights on the device) - Forget Current Camera (selecting this option will un-pair any device that has been set up to communicate with the app) - Agency (the following information MUST be entered correctly into this field: bcpd.evidence.com, for the device to recognize the pre-defined recording categories established by the BPD) - Location Tracking (this setting allows the companion app to communicate with the paired device, via Bluetooth and Wi-Fi direct, and also enables the app to add location information to a recording, while the recording is in progress) - ID Prefix (this option will not be manipulated by the user) 	<p>Slide 14 Camera Settings</p>
<p>Once the device is docked, the light at the bottom of the device will indicate its status. Under most circumstances, devices may be removed from a dock without losing data. Devices should NOT be removed from a dock while they are undergoing a firmware update, indicated by a repeating flashing yellow and red-light sequence.</p> <p>Any time there is a perceived malfunction with a dock or device, ensure the dock has power and network access. If the problem persists, contact I.T.S. for repairs.</p>	<p>Slide 15 (Obj. #4) Malfunctions</p>
<p>III. EVALUATION/CLOSURE</p>	<p>(Obj. #5, 6) If BWC devices are being issued,</p>

	<p>the instructor should now revert to slides 12, 13, and 14. Once all devices are given to the class, the instructor will guide members through the pairing and setup of the device and companion app. Members should now complete a practice recording, as well as Title and Categorize the recording via the cellphone app. Once completed, all members should dock their cameras and upload their respective recordings to Evidence.com</p>
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